



# CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Approve Request for Proposal and Authorize Advertisement for Installation, Maintenance and Monitoring of a Comprehensive Security System for Electric Substations (EUD)

**MEETING DATE:** May 6, 2009

**PREPARED BY** Electric Utility Director

**RECOMMENDED ACTION:** Approve a request for proposal and authorize advertisement for installation, maintenance and monitoring of a comprehensive security system for electric substations.

**BACKGROUND INFORMATION:** McLane, Killelea and Industrial substations are unmanned and operated remotely. Adequate and properly monitored video and audible security systems are important to reduce theft and vandalism. In October 2008, for example, intruders broke into Killelea Substation on ~~two~~ occasions, most likely to steal copper.

McLane Substation is presently secured only by its perimeter fence. Killelea and Industrial substations have audible alarms but no surveillance video cameras. EUDs Dispatch Center (adjacent to Henning Substation) ~~is~~ equipped with video and audio surveillance equipment, but needs modifications to its existing interfaces and configuration. The existing substation alarms and monitoring are provided by Alamo Alarm Company, Inc.

The request for proposal will cover the provision of security-related equipment, devices, recorders, fiber optic connectors, accessories, labor, materials and related supplies as described in the 'Scope of Work'. It also includes the submittal of schematic and wiring diagrams, programming, configuration, test, commissioning and fine-tuning of the entire substation security system. Remote security devices will be interfaced with the existing Remote Terminal Units (RTU's) in the respective substations, transported to the Dispatch Center via EUDs fiber optic loop and monitored through the new Survalent SCADA System. A copy of the comprehensive RFP is attached.

For purposes of safety, theft deterrence and protecting the critical assets of the City of Lodi electric distribution system, staff is requesting City Council approval of this RFP and authorization to advertise for the installation, maintenance and monitoring of surveillance camera systems and accessories in EUDs substation facilities. Although vandalism and theft losses may cost less than \$60,000, the potential loss of service to customers can be far more costly.

**FISCAL IMPACT:** Estimated installation cost is \$60,000. Monthly maintenance and monitoring will be approximately \$750 per month.

APPROVED:   
Blair King, City Manager

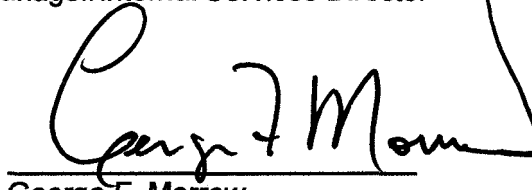
Approve Request for Proposal and Authorize Advertisement for Installation, Maintenance and Monitoring of a Comprehensive Security System for Electric Substations (EUD)

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**FUNDING AVAILABLE:** Fiscal Year 2008-09 Budget Account No. 160650.7720 with transfers from 160650.7713 for the installation cost. Monthly fees will be funded under Account No. 160653.7335.

  
Jordan Ayers  
Deputy City Manager/Internal Services Director

  
George F. Morrow  
Electric Utility Director

**PREPARED BY** Demy Bucaneg, Jr., P.E. Assistant Electric Utility Director

GFM/DB/lt

CITY COUNCIL

LARRY D. HANSEN, Mayor

PHIL KATZAKIAN,

Mayor Pro Tempore

SUSAN HITCHCOCK

BOB JOHNSON

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# CITY OF LODI

ELECTRIC UTILITY DEPARTMENT

GEORGE F. MORROW, DIRECTOR

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BLAIR KING, City Manager

RANDI JOHL, City Clerk

D. STEPHEN SCHWABAUER,  
City Attorney

May 7, 2009

To Prospective Proposers

Subject: **Request for Proposals (RFP) for Installation, Maintenance, and Monitoring Services of Surveillance Camera Systems and Accessories in McLane, Killelea, and Industrial Substations**

The City of Lodi hereby invites sealed proposals to provide and install surveillance camera systems and accessories in McLane, Killelea, and Industrial Substations; an alarm system in McLane Substation; a video recorder and monitoring screen in the dispatch center at 1331 S. Ham Lane, Lodi, California, as well as a five-year contract for the maintenance and monitoring of the surveillance camera systems and accessories. Each proposal shall be in accordance with this notice and specifications on file and available from the Engineering & Operations Division, City of Lodi Electric Utility Department, 1331 South Ham Lane, Lodi, California 95242, (209) 333-6762. No proposal will be considered unless it is submitted on a format according to the 'ORGANIZATION OF PROPOSAL' Section of this RFP document.

Sealed proposals shall be delivered to the Budget Manager at the Finance Department, 310 West Elm Street, Lodi, CA 95240 (P.O. Box 3006, Lodi, CA 95241-1910) on or before

**Friday, May 15, 2009, at 11:00 a.m.**

At that date and hour said sealed proposals will be publicly opened and read in Public Works Department, City Hall, 221 West Pine Street, Lodi, California. Proposers or their authorized representatives are invited to be present.

Please submit a detailed proposal and your standard service agreement for review and approval. If there are any questions regarding this RFP you may contact me at (209) 333-6811, by email at [dbucaneg@lodielectric.com](mailto:dbucaneg@lodielectric.com) or Weldat Haile of my staff at (209) 333-6763, by email at [whaile@lodielectric.com](mailto:whaile@lodielectric.com). Arrangements for site inspection may be made by calling Mr. Haile at least 24 hours in advance of planned inspection.

Demetrio S. Bucaneg, Jr. -PE  
Assistant Electric Utility Director  
Engineering & Operations Division  
City of Lodi Electric Utility Department

## **Request for Proposals**

**For**

### **INSTALLATION, MAINTENANCE, AND MONITORING SERVICES OF SURVEILLANCE CAMERA SYSTEMS AND ACCESSORIES IN McLANE, KILLELEA, AND INDUSTRIAL SUBSTATIONS**

The City of Lodi hereby invites sealed proposals to provide and install surveillance camera systems and accessories in McLane, Killelea, and Industrial Substations; an alarm system in McLane substation; a video recorder and monitoring screen in the dispatch center at 1331 S. Ham Lane, Lodi, California, as well as a five-year contract for the maintenance and monitoring of the surveillance camera systems and accessories.

#### **BACKGROUND**

In October 2008, intruders broke into Killelea Substation in two occasions. McLane, Killelea and Industrial Substations are unmanned and operated remotely. The absence of adequate and properly monitored security systems makes those facilities vulnerable to theft and vandalism. Presently, only Henning Substation is equipped with these security system requirements and needs only minor modifications in its existing interfaces and configuration. Killelea and Industrial Substations are equipped with audio security systems/alarm system, but not with video security systems. The existing alarm systems in the three substations (Killelea, Henning and Industrial) and in the Municipal Service Center (MSC) facilities, and the video security system in Henning Substation were furnished and being monitored by Alamo Alarm, Inc. McLane Substation is presently secured only by its perimeter fence, and has neither alarm systems nor video security system. Video and audio security systems are needed in these substation facilities.

Planned security systems will include the installation of a video recorder and screen to monitor events in the substations from the Dispatch Center. A redundant system will also be installed in the alarm company's office. Security devices and appurtenances will be mounted on poles, structural beams, and walls in the substations and dispatch center. EUD will prepare the supporting structures for the security devices, the underground substructures for power and communication cables. The successful bidder shall be responsible for the mounting of required security devices and to pull the required power and communication cables, and terminate them properly in their respective terminals, including the fiber optic connections and termination. Furthermore, the successful bidder shall be responsible for programming, configuration, testing and commissioning of the whole security system and coordination with EUD staff.

#### **SCOPE OF WORK**

The request for proposal will include but not limited to:

1. Provide and install two (2) outdoor Vandal-Resistant Day/Night speed dome camera systems with 36X optical/10X digital and 127 presets or equivalent; one (1) fused power supply with stand-by batteries for the cameras; four (4) bi-directional fiber optic transceivers 340' coax/cat-5 wire in Killelea Substation. Provide a five-year contract of monthly service charges for maintenance and monitoring of the security system in the substation. It is required that the installation and the monthly service charges be provided separately. All required documents helpful for operation and maintenance such as manuals, schematic and wiring diagrams, etc. shall be provided to the Utility.

2. Provide and install two (2) outdoor Vandal-Resistant Day/Night speed dome camera systems with 36X optical/10X digital and 127 presets or equivalent; one (1) fused power supply with stand-by batteries for the cameras; four (4) bi-directional fiber optic transceivers 340' coax/cat-5 wire in Industrial Substation. Provide a five-year contract of monthly service charges for maintenance and monitoring of the security system in the substation. It is required that the installation and the monthly service charges be provided separately. All required documents helpful for operation and maintenance such as manuals, schematic and wiring diagrams, etc. shall be provided to the Utility.
3. a. Provide and install two (2) outdoor Vandal-Resistant Day/Night speed dome camera systems with 36X optical/10X digital and 127 presets or equivalent; one (1) fused power supply with stand-by batteries for the cameras; four (4) bi-directional fiber optic transceivers 340' coax/cat-5 wire in McLane Substation. Provide a five-year contract of monthly service charges for maintenance and monitoring of the security system in the substation. It is required that the installation and the monthly service charges be provided separately. All required documents helpful for operation and maintenance such as manuals, schematic and wiring diagrams, etc. shall be provided to the Utility.
- b. Intrusion Alarm System: Provide and install one (1) Vista 128-BP or equivalent commercial grade digital control panel, one (1) Vista 6160 custom English or equivalent digital keypad, one (1) exterior commercial grade tampered bell box/strobe system, four (4) Takes PB-IN-200HF or equivalent outdoor photoelectric quad beam units, four (4) outdoor towers, four (4) 2-zone device expansion modules, pull and terminate all necessary power and communication cables in McLane Substation. Provide a five-year contract of monthly service charges for maintenance and monitoring of the security system in the substation. All underground substructures shall be prepared by the utility.
4. Provide and install one (1) Infinity XVR-1648 or equivalent video recorder with a minimum one terabyte (1TB) hard drive and CD/RW, twelve (12) American Fiber 3485 or equivalent bi-directional fiber optic transceivers, one (1) Orion 37" LCD CCTV or equivalent monitor with 1366 X 768 resolution, one (1) wall-mount kit for monitor, one (1) Infinity security WTX-1500 or equivalent controller, one (1) Minuteman E750 or equivalent UPS back up power system for digital recorder, interface the system with SCADA through RTU in the dispatch center in 1331 S. Ham Lane. Provide a five-year contract of monthly service charges for maintenance and monitoring of the security system in the substation. It is required that the installation and the monthly service charges be provided separately. All required documents helpful for operation and maintenance such as manuals, schematic, and wiring diagrams, etc. shall be provided to the Utility.
5. Provide all schematic and wiring diagrams for both the video and audio security system for each substation and the dispatch center; including the copper and fiber optic connections and terminations that interfaces the devices with the SCADA through RTU.
6. Finally, coordinate the work in programming, configuration, testing and commissioning with Engineering Division of the City of Lodi Electric Utility. This is considered equivalent to the on job training for the operators of the Utility.

Erection of supporting structures for the devices of the security systems and underground substructures for the power and communication conductors shall be prepared by the Utility. However, installation of the devices on the supporting structures (poles, frames or walls), providing and preparation of the mounting accessories (mounting brackets, etc.), providing, pulling and termination of the power and communication conductors, including the fiber optic cables, shall be the responsibility of the bidder. The fiber optic communication cables including

their redundancy are already networked between the substations and the dispatch center. However, the bidder shall be responsible to extend, splice, and terminate to the required location of security devices in each substation. A drawing showing the location of the security devices and the route of the power and communication conductors for each substation has been prepared by the Utility and can be obtained from the engineering office of the Utility. Prior site visit and discussion with Utility's staff to clearly visualize the requirement of the job is recommended.

## **ORGANIZATION OF PROPOSAL**

Prospective Proposers are furnished with one request for proposal (RFP) document. Proposals shall follow the following format:

- A. Providing and installation requirement, and contract condition for maintenance and monitoring services. – This section should demonstrate an understanding of the task at hand and include a narrative describing how the bidder would go about the work. This section will also include the methodologies and assumptions in performing the procurement, installation, test & commissioning, and clearly describes the coordination with the Utility staff during the implementation of the whole project.
- B. Project team – Describe the personnel who will carry out the installation, and their respective responsibilities.
- C. Qualifications – Provide a narrative describing how the team as a whole meets the qualifications for the services. Include a list of prior relevant projects, and a contact person to refer.
- D. Submittals & Report – This section should summarize the submittals, of as built drawings of the security systems for each substation and the dispatch center.
- E. Cost Proposal & Project Schedule – Provide the proposed project schedule to commence within 15 days after receipt of 'Notice to Proceed' from the City. It should include in detail the proposed cost in performing the tasks as described in the 'Scope of Work', and a summarized procurement & installation, maintenance and monitoring service fee and other surcharges, and/or details as appropriate.

**Note: Refer also to the 'Additional Terms and Conditions' of this request for proposal.**

- F. Signatures - The proposal must be signed with the full name and address of the bidder, by an authorized representative of the company with all the information below.
  - i. Name of company
  - ii. Address
  - iii. Authorized signature
  - iv. Name
  - v. Title
  - vi. Telephone No.
  - vii. Fax No.
  - viii. Date
- G. Note - The City of Lodi reserves the right to reject any or all proposals, to waive any informality in any proposal, to accept other than the lowest proposal, or not to award the project.

## **PROPOSAL SUBMISSION**

- A. The Budget Manager will receive sealed proposals at the Finance Department, 310 West Elm Street, Lodi, CA 95240 (P.O. Box 3006, Lodi, CA 95241) until

**11:00 a.m., Friday May 15, 2009.**

- B. Proposals shall be submitted under sealed cover, plainly marked

**Proposal – Provide, Installation, Maintenance, and Monitoring Services of  
Surveillance Camera Systems and Accessories in McLane, Killelea, and Industrial  
Substations**

**Proposal Opening - May 15, 2009.**

Proposals which are not properly identified may be disregarded. Proposals which are not received by 11:00 a.m., Friday, May 15, 2009 will be returned to the proposer unopened.

Proposals shall be submitted as follows:

To: Lodi City Council  
c/o –Budget Manager

(If delivered by FedEx, UPS, or courier):  
310 West Elm Street  
Lodi CA 95240

(If delivered by mail):  
P O Box 3006  
Lodi CA 95241

## **PROPOSAL OPENING**

- A. At 11:00 a.m., Friday, May 15, 2009, or as soon as possible thereafter, sealed proposals will be publicly opened and read in the Public Works Department, City Hall, 221 West Pine Street, Lodi, California. Proposers or their authorized representatives are invited to be present.

## **SELECTION PROCESS**

Complete proposals will be evaluated based on the information submitted. This will permit a recommendation to the City Council for contract award. The following equally weighted criteria will be used to evaluate submitted proposals:

- A. The likelihood of the proposed approach to produce the desired results.
- B. The quality of equipment to be procured.
- C. Qualifications of the bidder.
- D. The value offered by the bidder's price in relation to the proposed approach.

## **REJECTION OF PROPOSALS**

The City of Lodi reserves the right to reject any and all proposals and to solicit new proposals with modified terms and conditions. It also reserves the right to waive any informality in connection with the proposals.

### **CONTRACT AWARD**

1. The City of Lodi reserves the right to reject any or all proposals, to waive any informality in any proposal, to accept other than the lowest proposal, or not to award the project.
2. If there will be a tie in the submitted proposals, the tie will be broken by a coin toss, conducted by the Budget Manager. Tie bidders will be notified and may be present.
3. In all circumstances, including receipt of alternative proposals, the City Council reserves the right to select the proposals most advantageous to the City.
4. The award, if made, will be made within forty five (45) days after the opening of the proposals.

### **GENERAL PROVISIONS**

**5-409 Responsibility for Damage** The City of Lodi, its elected and appointed boards, commissions, officers, agents and employees shall not accept responsibility for any loss or damages that occur during the scope of work to the work or any part thereof; or for any material or equipment used in performing the work; or for injury or damage to any person or persons, either work personnel or the public; for damage to adjoining property arising from or related to Contractor's negligence or willful misconduct during the progress of the work or any time before final acceptance.

The Contractor shall indemnify and save harmless the City of Lodi, its elected and appointed boards, commissions, officers, agents and employees from any suits, claims or actions brought by any person or persons for or on account of any injuries or damages sustained or arising out of Contractor's negligent acts, errors or omissions in the performance of the work or in consequence thereof. The City of Lodi may retain as much of the money due the Contractor as shall be considered necessary until disposition has been made of such suits or claims for damages as aforesaid.

**5-413 Insurance Requirements for Contractor** The Contractor shall provide proof of insurance to be maintained during the life of this contract as listed under General Liability and Automobile Liability coverage listed below. These insurance policies shall protect the Contractor and any subcontractor performing work covered by this contract from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from Contractor's operations under this contract, whether such operations be by Contractor or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amount of such insurance shall be as follows:

1. **COMMERCIAL GENERAL LIABILITY**
2. **COMPREHENSIVE AUTOMOBILE LIABILITY**

Per Occurrence  
\$1,000,000 Property Damage

\$1,000,000 Combined Single Limits

Personal & Adv Injury  
\$2,000,000 General Aggregate



NOTE: Contractor agrees and stipulates that any insurance coverage provided to the City of Lodi shall provide for a claims period following termination of coverage which is at least consistent with the claims period or statutes of limitations found in the California Tort Claims Act (California Government Code Section§ 810 et seq.).

A copy of the certificate of insurance with the following endorsements shall be furnished to the City of Lodi:

a. Additional Named Insured Endorsement with Primary Wording

Such insurance as is afforded by this policy shall also apply to the City of Lodi, its elected and appointed Boards, Commissions, Officers, Agents and Employees as additional named insured, insofar as work performed by the insured under written contract with the City of Lodi.

(This endorsement shall be on a form furnished to the City of Lodi and shall be included with Contractor's policies.)

b. Wording: Such insurance as is afforded by the endorsement for the Additional Insureds shall apply as primary insurance. Any other insurance maintained by the City of Lodi or its officers and employees shall be excess only and not contributing with the insurance afforded by this endorsement.

c. Severability of Interest Clause

The term "insured" is used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limit of the company's liability.

d. Notice of Cancellation or Change in Coverage Endorsement

This policy may not be canceled nor the coverage reduced by the company without 30 days' prior written notice of such cancellation or reduction in coverage to the City Attorney, City of Lodi, P.O. Box 3006, Lodi, CA 95241.

e. Contractor agrees and stipulates that any insurance coverage provided to the City of Lodi shall provide for a claims period following termination of coverage which is at least consistent with the claims period or statutes of limitations found in the California Tort Claims Act (California Government Code Section 810 et seq.).

"Claims made" coverage requiring the insureds to give notice of any potential liability during a time period shorter than that found in the Tort Claims Act shall be unacceptable.

**5-414 Workers' Compensation Insurance** The Contractor shall provide proof of and maintain during the life of this contract, Worker's Compensation Insurance for all Contractor's employees employed at the site of the project and, if any work is Subcontracted, Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide insurance for the protection of said employees. This policy may not be canceled nor the coverage reduced by the company without 30 days' prior written notice of such cancellation or reduction in coverage to the City Attorney, City of Lodi, P.O. Box 3006, Lodi, CA 95241.

## **ADDITIONAL TERMS AND CONDITIONS**

1. The successful bidder will schedule within fifteen (15) days from receipt of 'Notice to Proceed' a coordination meeting between the successful bidder and the City of Lodi to start the project. Meeting will be held at the E&O Conference Room, 1331 S. Ham Lane, Lodi, CA 95242. Time and duration of meeting will be established coordinated by the successful bidder.
2. The successful bidder shall indemnify and hold harmless the City of Lodi, its officers and employees, from all suits or actions of every name, kind and description brought for or on account of any injuries, damages, and/or costs incurred or sustained by any person or persons, by or from the bidder, in the use or inability to use, sell or dispose of this property. Submission of the bid constitutes bidder's agreement to this and all other sections of this request for proposal.
3. All information, data, diagrams, schematics, equipment and device settings and ratings, object/programming codes, maps, operational/engineering parameters, guidelines and procedures are proprietary to the City of Lodi and shall be kept strictly confidential and shall not be shared and disclosed without any written authorization from the City of Lodi. All of these shall be returned and/or submitted to the City of Lodi after the completion of this project.

It is agreed that in the event of any litigation arising hereunder, the bidder at the request of the City of Lodi shall submit to the jurisdiction of any court of competent jurisdiction within the County of San Joaquin, State of California, and will comply with all, requirements necessary to give such court jurisdiction, and that all matters arising hereunder shall be determined in accordance with the law and practice of such court. It is further agreed that service of process in any such litigation may be made in the manner provided for in said code for service upon a person outside of the State of California.